

# Retek® Trade Management 10.1



## User Guide



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- Detailed step by step instructions to recreate.
- Exact error message received.
- Screen shots of each step you take.



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# Chapter 1 – Introduction

This user guide provides you with the information to effectively use the Retek Trade Management application. The Retek Trade Management user guide is part of the five-volume Retek Merchandising Solution Set, consisting of the following manuals:

- Retek Merchandising System
- Retek Sales Audit
- Retek Trade Management
- Retek Invoice Matching
- Retek Merchandising Reports

The topics covered in this chapter are:

- What is Retek Trade Management?
- Purpose of this guide
- Prerequisites
- Retek Merchandising Solution Set overview
- Related documentation

## What is Retek Trade Management?

Retek Trade Management (RTM) works with Retek Merchandising System (RMS), which is Retek's core transaction system. RMS includes key retailing functions such as item maintenance, pricing and promotion management, supplier and location maintenance, and purchasing and receiving.

RTM automates the international procurement process by linking partners in the supply chain so that information moves with the product through the sourcing, buying, and delivery process. RTM provides the infrastructure for effectively managing the import process. A highly scalable solution, RTM is designed to meet the needs of both large and small retailers with growing import businesses. By managing file exchanges with trading partners and providing a central database of critical import order information, RTM ensures a single version of the truth, which retailers can rely on when making decisions to buy, track, and move international merchandise.

### Purpose of this guide

This user guide concentrates on how to use the components of Retek Trade Management. It provides you with:

- Overviews of each functional area within the application, including the business processes, reports, and system administration functions pertaining to the module.
- Step-by-step procedures for completing the specific tasks.

### Prerequisites

This user guide makes no assumption about your experience using the RTM software application. It does assume the following:

- You are familiar with operating a personal computer (PC), keyboard, and mouse.
- You are familiar with Microsoft Windows 98 operating systems or higher and Internet Explorer 5.0 web browser or higher.
- All components of the software application have been successfully installed.

## Retek Merchandising Solution Set overview

The Retek Merchandising Solution Set is divided into the following volumes.  
You may refer to one of the following volumes for specific product information:

Volume 1	<b>Retek Merchandising System</b> Chapter 1: Introduction Chapter 2: Getting started Chapter 3: Foundation data Chapter 4: Item maintenance Chapter 5: Purchasing Chapter 6: Price management Chapter 7: Inventory control Chapter 8: Replenishment Chapter 9: Financial management Chapter 10: User and grouping tools Chapter 11: System administration
Volume 2	<b>Retek Sales Audit</b> Chapter 1: Introduction Chapter 2: Getting started Chapter 3: Foundation data Chapter 4: Automated totaling Chapter 5: Automated audit Chapter 6: Import and export data Chapter 7: Interactive audit Chapter 8: Audit trail
Volume 3	<b>Retek Trade Management</b> Chapter 1: Introduction Chapter 2: Getting started Chapter 3: Harmonized tariff schedules Chapter 4: Letter of credit Chapter 5: Transportation Chapter 6: Customs entry Chapter 7: Obligations Chapter 8: Actual landed costs

Volume 4	<b>Retek Invoice Matching</b> Chapter 1: Introduction Chapter 2: Getting started Chapter 3: Invoice matching
Volume 5	<b>Retek Merchandising Reports</b> Chapter 1: Retek Merchandising System Chapter 2: Retek Sales Audit Chapter 3: Retek Trade Management Chapter 4: Retek Invoice Matching

## Related documentation

Additional documentation is available for the core merchandising system. Those documents are as follows:

Name of Manual	Description
Installation Guide	<ul style="list-style-type: none"><li>• Hardware/software/browser requirements</li><li>• Installation instructions</li></ul>
Operations Guide	<ul style="list-style-type: none"><li>• Dataflows within RMS</li><li>• Dataflows between RMS and other Retek products</li><li>• Dataflows between Retek products and third-party software applications.</li><li>• Functional overviews of batch programs.</li><li>• Detailed designs of batch modules.</li></ul>
Data Model	<ul style="list-style-type: none"><li>• Relational integrity diagrams</li><li>• Table names and descriptions</li><li>• Column summaries</li><li>• Primary and foreign keys</li><li>• Check constraints</li></ul>
Online Help	<ul style="list-style-type: none"><li>• Online help available with the application</li></ul>



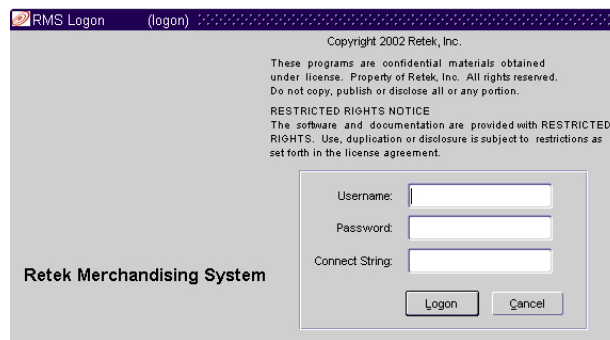
## Chapter 2 – Getting started

This chapter shows you how to log on to and exit the system. An introduction to the navigation and help features is also provided.

### Log on to and exit the system

How you access the system depends on how the system is set up at your location. Contact your system administrator for instructions. After you have started the system, you are prompted to log on.

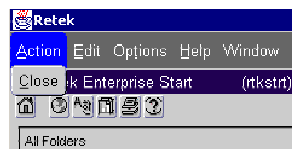
#### Log on to the system



*RMS Logon window*

- 1 On the RMS Logon window, enter your user name in the Username field.
- 2 In the Password field, enter your password.
- 3 In the Connect String field, enter the name of the database that you want to access.
- 4 Click **Logon**. The Retek Enterprise Start window is displayed.

#### Exit RMS



*Action menu*

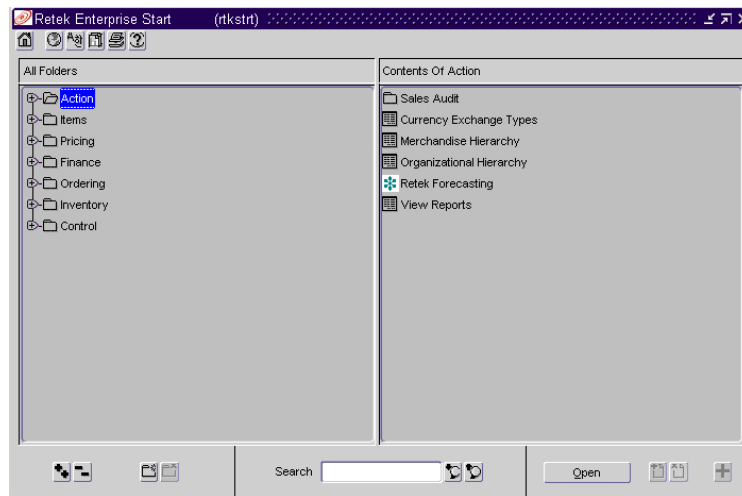
- **Navigate:** From the Action menu, select Close.
- Repeat this action until all the windows are closed and the program closes.

## Navigation





After you log on to the system, the main menu is displayed within the Retek Enterprise Start window. Until you are familiar with the main menu setup, you may find it easier to use the search feature in order to find an element.

### Search for a folder or element on the main menu

- 1 On the Retek Enterprise Start window, enter a partial description of the folder or element in the Search field.



*Retek Enterprise Start window*

- 2 Click the Search Forward  button or the Search Backward  icon.
- 3 When prompted that the folder or element has been found, click **OK**.
- 4 If the folder or element is not the one you want, click the Search Forward  button or the Search Backward  button to continue the search.
- 5 When the desired folder or element is found, you can:
  - Select the folder to display its contents. The subfolders and elements are displayed on the right side of the window.
  - Select the element and click **Open**. An element is most often a window (also referred to as form). An element can also be a Web page, an internal item, a user application, or an Oracle report.



### Access the options on the menu bar

The menu bar is located near the top of the application window. It provides access to menus that are specific to the window that is currently displayed.

- **Navigate:** On the menu bar, select the menu. A list of options is displayed.
- Select the desired option.

The menu options may cause another window to open or some action to occur. Some of the possible actions include:

- Access to another task that is related to the current task is provided (Options menu).
- A predefined set of fields replaces the fields that are currently displayed on a table (View menu).
- The currency in which monetary amounts are displayed is changed (Options menu).

In the Items module, several windows have an Options list displayed on the left side of the window. Each option is a hyperlink that provides access to another window related to the current task. Click on the hyperlink to access the window.

### Navigate a window




Generally, you press the tab key in order to move from field to field within a window. You can also click on a field in order to place the cursor there.

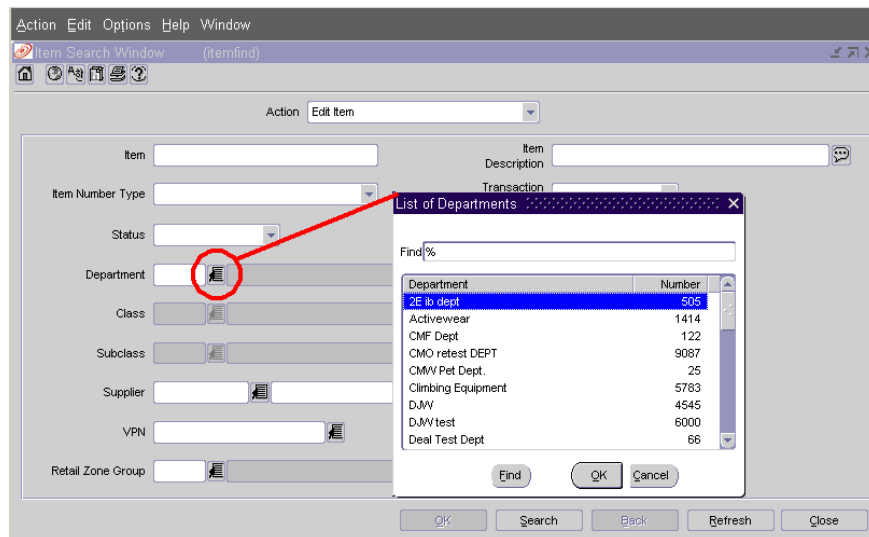
You can use the mouse or the keyboard to activate a button on a window. The label on most buttons contains one underlined letter. You can press the Alt key plus the underlined letter on the keyboard in order to activate the button. If you prefer to use the mouse, you can click the button.

## Window tools


There are several tools within a window that you should become familiar with. These tools simplify the data entry process.

### List of Values button

The List of Values (LOV)  button queries the database for a list of values. Click the LOV button to display the popup window. You choose the appropriate value from the popup window that displays the results of the query. The LOV  button is found to the right of a field. If the field is a two-part field where the first field requires an ID or code and the second field requires a description, the LOV  button is found between the two fields.



### List of Values window

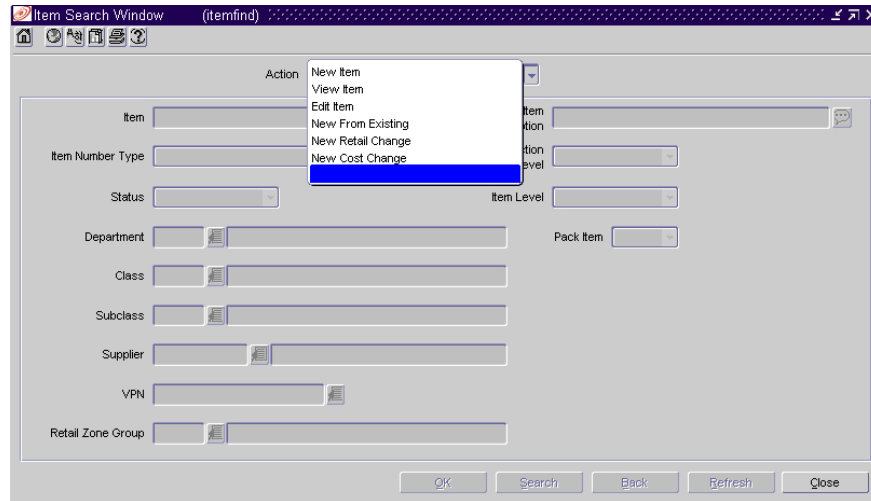
➤ **Navigate:** Click the LOV  button to begin the query. A List of Values window displays the results of the query.

- 1 Select a value from the list.
- 2 Click **OK**. The selected value is entered in the text field or fields.

For some fields, usually item fields, you are prompted to enter a partial description before the query can begin. This reduces the results to a more manageable number.

## Drop-down list

Some fields can only accept values from a predefined list of values. Such fields have a down arrow button to the right of the text field.




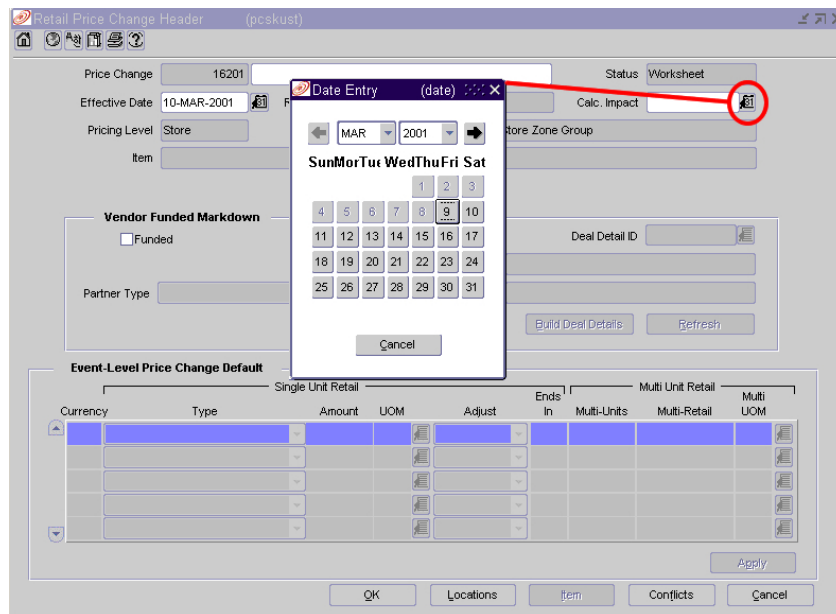
### *Drop-down list*

- 1 Click the down arrow button.
- 2 Select a value from the drop-down list. The value is entered in the data entry field.




### Calendar button

The calendar button allows you to view a monthly calendar and select a date.

Click the calendar  button to display the calendar. The button is found to the right of a date field. When you select a date from the calendar, you need not be concerned about the format of the date. The system enters the date for you in the correct format.

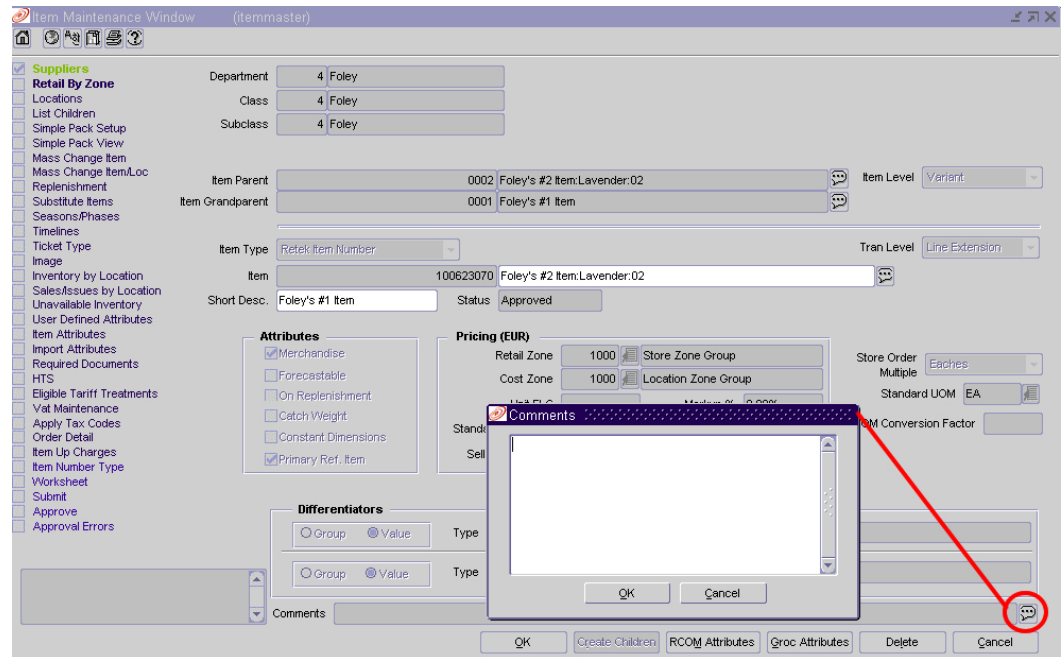


### *Date Entry window*


- 1 Click the calendar  button. The Date Entry window displays the current month and year.
- 2 To display a preceding or succeeding month, click the left arrow  button or right arrow  button. You can also click the down arrow button by the month field and select the month from the drop-down list.
- 3 To display a different year, click the down arrow next to the year field and select the year from the drop-down list.
- 4 Select a date. The value is entered in the date field.

## Comments button

The comments button displays a text editor in which you can enter an extensive note or description. The button is found to the right of a text field.




## Comments window

- 1 Click the comments  button. The Comments window is displayed.
- 2 Enter the note.
- 3 Click **OK** to exit. The value is entered in the text field. If the note is longer than the length of the text field, only the first part of the note is displayed.

## Access the online help

The online help can be accessed in the following ways:

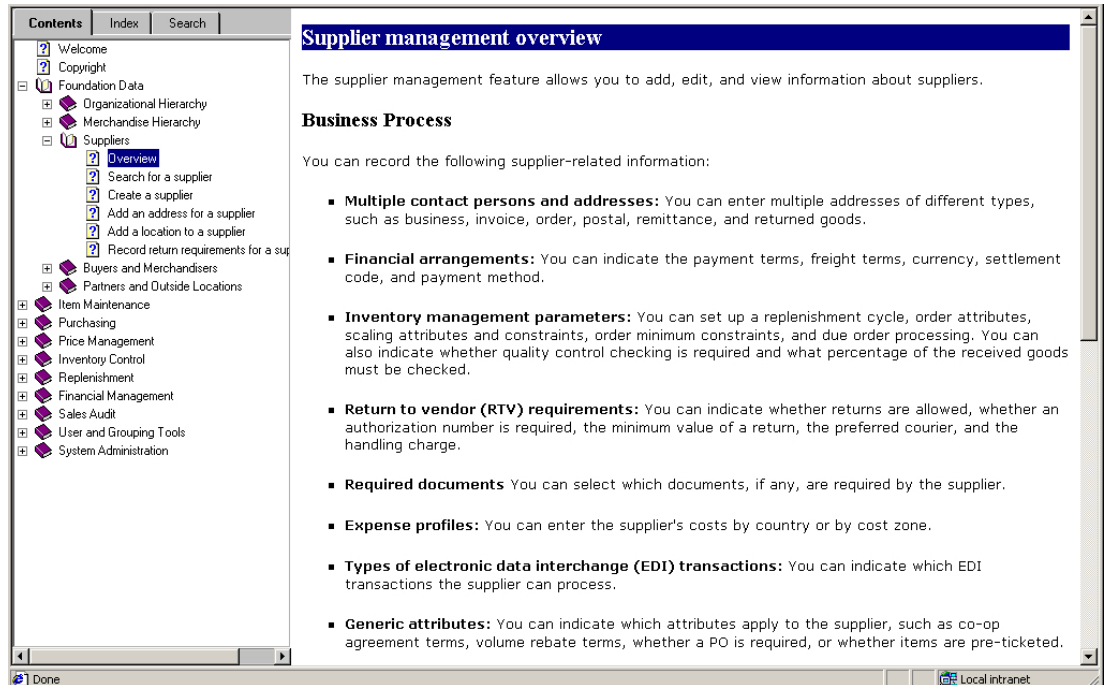
- From the Help menu on the menu bar, select Contents. The Online Help overview is displayed.
- Click the help  button on the toolbar. Context sensitive help is displayed for the window, which describes how the window helps you accomplish your task.

There are three types of help topics: window topics, procedure topics, and overview topics. The window topics provide you with a brief overview of the window, field descriptions, button descriptions, and procedures related to the window. The procedure topics provide you with the step-by-step instructions on how to complete your task. The overview topics provide you with a module overview, business process, report descriptions, and system administration parameters related to the module.

You can look for topics by using one of the three help tools: Contents, Index, or Search.

## Contents

The Contents tab displays the overview and the key procedures for each module. The overview section describes the major functions of the module. The key procedures provide you with the step-by-step instructions on how to complete your task.

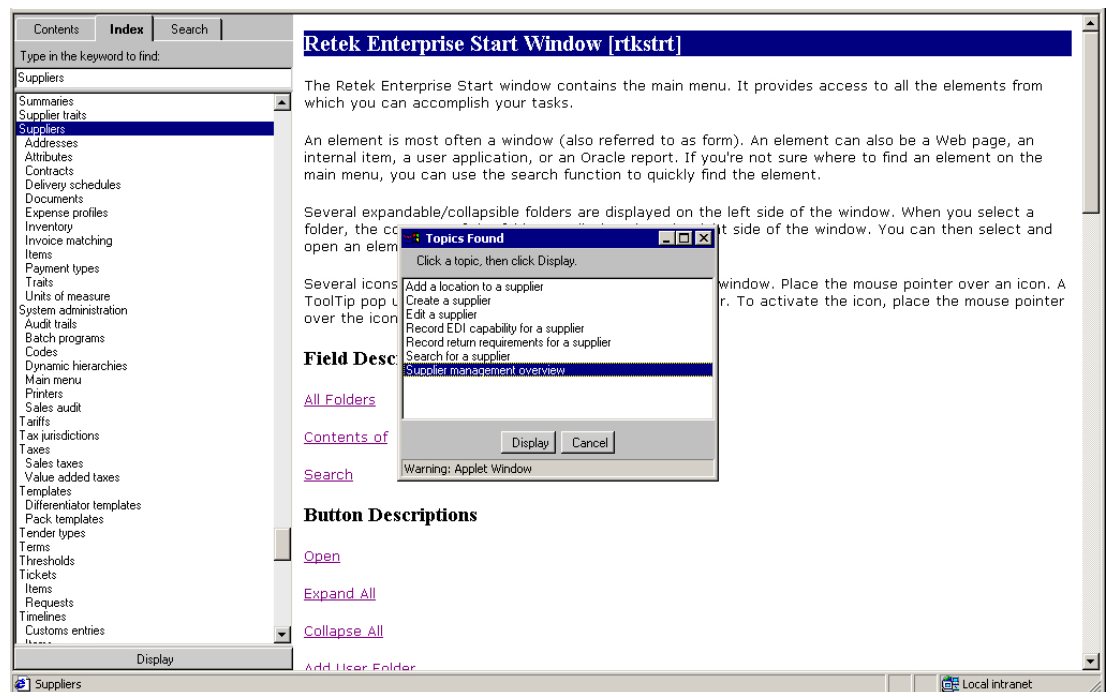


### Online Help – Contents tab

## Index

The Index tab allows you to search the help by entering a keyword. The Index tab provides a list of keywords in alphabetical order. To access a topic:

- 1 Scroll through the list and select a topic, or enter the keyword you are looking for.
- 2 Click **Display**, found at the bottom on the index panel.
- 3 When you select a keyword associated with multiple topics, the topics are listed in the Topics Found window. Select a topic and click **Display**. The topic is displayed on the right half of the window.



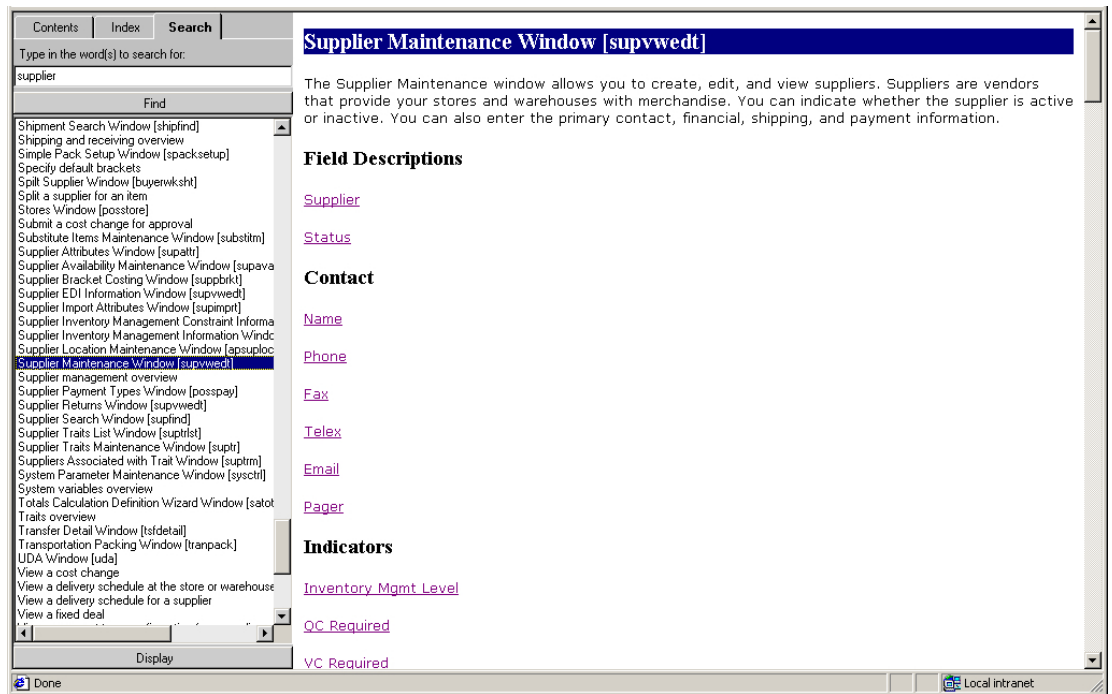
### Online Help – Index tab



## Search

The Search tab allows you to search the help by entering a word. The Search tab lists all topics that contain the specified word.

- 1 Enter the word you are looking for.
- 2 Click **Find** found at the top of the search panel.
- 3 Select a topic, and click **Display**, found at the bottom on the search panel.  
The topic is displayed on the right half of the window.



*Online Help – Search tab*



## Chapter 3 – Harmonized tariff schedule

### Overview

The harmonized tariff schedule for an import country can be stored and accessed online. It provides the tariff rates and statistical categories for imported merchandise. By means of an HTS batch program, the data can be updated as new tapes are released by the customs agencies. The data can also be maintained manually.

You can maintain the following information in the HTS module:

- HTS headings
- Heading restraints
- Quota categories
- HTS classifications

### Business process

Generally, HTS classifications are updated from tapes received from the customs agency. These classifications can be updated manually.

You can associate the HTS classifications and assessments with items or items on purchase orders.

### Reports

The HTS Mass Change report is available for printing. This report verifies which orders are impacted by a mass change and need to be approved manually.

## System administration

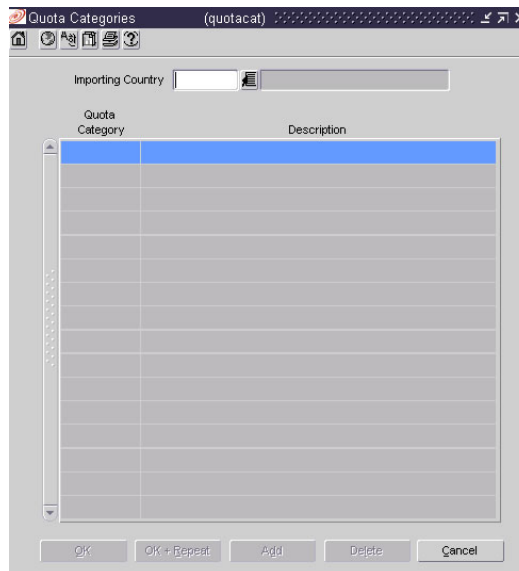
The system administrator can control the following variables regarding HTS functions:

- **Update Items:** When selected, indicates that the HTS codes for current items should automatically be updated when a new harmonized tariff schedule (HTS) is loaded into the system.
- **Update Order/Items:** When selected, indicates that the HTS codes for items on current purchase orders should be updated when a new harmonized tariff schedule (HTS) is loaded into the system.
- **Import HTS Date:** If you choose to update HTS codes for items on purchase orders when the harmonized tariff schedule (HTS) is updated, you can limit which purchase orders are updated. To associate future HTS codes with items on purchase orders, select **Not Before Date**. To associate current HTS codes with items on purchase orders, select **Written Date**.

## Procedures

### Add a quota category

- **Navigate:** From the main menu, select **Control > Landed Cost > HTS Maintenance > Quota Category > Edit**. The Quota Categories window is displayed.

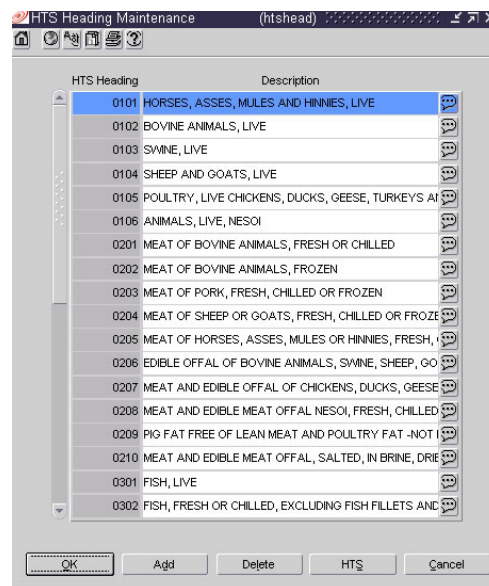


*Quota Categories window*


- 1 Click **Add**. The next available line becomes enabled.
- 2 In the Quota Category field, enter the ID of the quota category.
- 3 In the Description field, enter the description of the quota category.
- 4 Click **OK + Repeat** to add a quota category for another import country, or click **OK** to exit.

### Edit an HTS heading

- ➔ **Navigate:** From the main menu, select Control > Landed Cost > HTS Maintenance > HTS Heading Maintenance > Edit. The current HTS headings are displayed in the HTS Heading Maintenance window.



*HTS Heading Maintenance window*

- 1 Edit the description as necessary.
- 2 To add an HTS heading:
  - a In the HTS Heading field, enter the number of the HTS heading.
  - b In the Description field, enter the description of the HTS heading.
  - c To enter additional comments, click the comments  button


- 3 To delete an HTS heading:
  - a Select an HTS heading and click **Delete**.
  - b When prompted to delete the record, click **Yes**.
- 4 Click **OK** to exit.

### Edit a restraint for an HTS heading

- ➔ **Navigate:** From the main menu, select Control > Landed Cost > HTS Maintenance > HTS Heading Maintenance > Edit. The HTS Heading Maintenance window is displayed.

Select an HTS heading. From the Options menu, select HTS Heading Restraints. The HTS Heading Restraints window is displayed.

### *HTS Heading Restraints window*


- 1 In the Importing Country field, enter the code for the import country, or click the LOV  button and select the import country. The current restraints for the selected country are displayed.
- 2 Select a restraint.
- 3 In the Apply area, edit the enabled fields as necessary.
- 4 Click **Apply** to complete the edit.
- 5 Click **OK + Repeat** to edit a restraint for another HTS heading, or click **OK** to exit.

- 6 To add a restraint:
  - a Click **Add**. The fields in the Apply area are cleared.
  - b Enter the details in the Apply area.
  - c Click **Apply**. The restraint is added to the table.
  - d Click **OK + Repeat** to add a restraint to another HTS heading, or click **OK** to exit.
- 7 To delete a restraint:
  - a Select a restraint and click **Delete**.
  - b When prompted to delete the record, click **Yes**.
  - c Click **OK + Repeat** to delete a restraint for another HTS heading, or click **OK** to exit.

### Search for an HTS classification

- **Navigate:** From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window is displayed.


### *HTS Selection window*

- 1 In the Action field, select either View or Edit.
- 2 In the Importing Country field, enter the ID of the import country, or click the LOV  button and select the import country.
- 3 Enter additional criteria as desired to make the search more restrictive.
- 4 Click **Search**. The HTS Selection window displays the HTS classifications that match the search criteria.

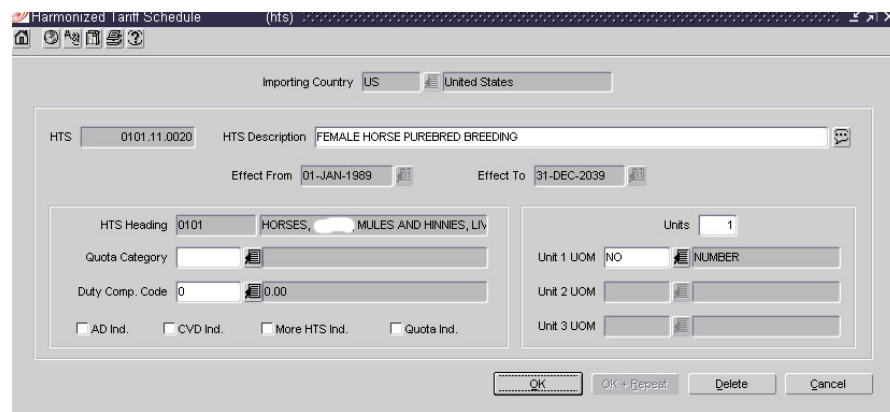
- 5 Select a task.
  - To perform another search, click **Refresh**.
  - To display the details of the HTS classification, select a record and click OK. The Harmonized Tariff Schedule window is displayed.
- 6 Click **Close** to exit.

### Create an HTS classification



- ➔ **Navigate:** From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window is displayed.

- 1 In the Action field, select New.
- 2 In the Importing Country field, enter the ID of the import country, or click the LOV  button and select the import country.
- 3 Click OK.


The Harmonized Tariff Schedule window is displayed.



### *Harmonized Tariff Schedule window*

- 4 In the HTS field, enter the number of the classification.
- 5 In the HTS Description field, enter the description of the classification. For extensive descriptions, click the comments button and enter the description.
- 6 In the Effect From and Effect To fields, enter the effective dates, or click the calendar  buttons and select the dates.
- 7 In the Duty Comp Code field, enter the code for the duty calculation, or click the LOV  button and select the duty calculation.



- 8 In the Units field, enter the number of units of measure that you want to define for the classification.
- 9 In the Unit 1 UOM, Unit 2 UOM, and Unit 3 UOM fields, enter the codes for the applicable units of measure, or click the LOV  buttons and select the units of measure.
- 10 Enter any additional information as necessary.
- 11 Click the **OK + Repeat** button to create another HTS classification, or click **OK** to exit.

#### **Edit an HTS classification**

- **Navigate:** From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window is displayed.

Search for and retrieve an HTS classification in Edit mode. The details are displayed in the Harmonized Tariff Schedule window.

- 1 Edit the enabled fields as necessary.
- 2 To edit additional information to a classification, from the Options menu, select the appropriate type
- 3 Edit the enabled fields as necessary
- 4 Click **OK** to exit.



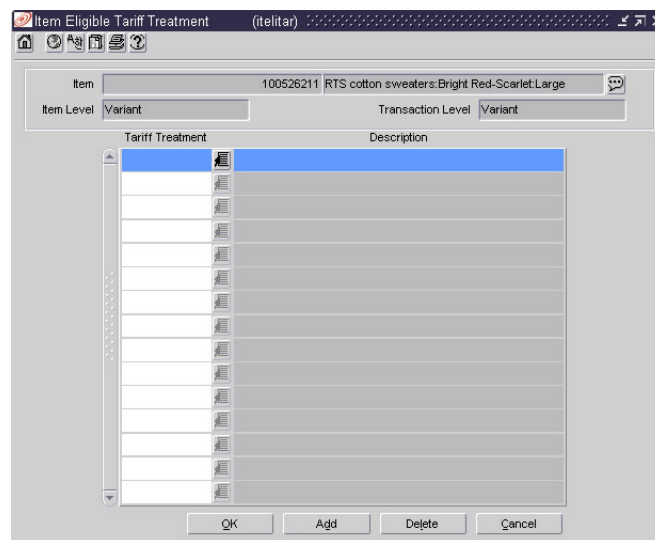
- 3 To delete a tariff:
  - a Select a tariff and click **Delete**.
  - b When prompted to delete the record, click **Yes**.
- 4 Click **OK** to exit.

### Add a tariff at the item level


- ➔ **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

Click on the Eligible Tariff Treatments option. The current tariffs are displayed in the Item Eligible Tariff Treatment window.



*Item Eligible Tariff Treatment window*

- 1 Click **Add**. The next available line is enabled.
- 2 In the Tariff Treatment field, click the LOV  button and select the appropriate tariff.
- 3 Click **OK** to exit.





### Edit an HTS classification for an item

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

Click on the HTS option. The current HTS classifications are displayed in the Item HTS Maintenance window.

*Item HTS Maintenance window*

- 1 Select an HTS classification and edit the status as necessary.
- 2 To add an HTS classification:
  - a Click **Add**.
  - b In the Import Country field, enter the code for the import country, or click the LOV  button and select the import country.
  - c In the Quota Category field, enter the ID of a quota category or click the LOV  button and select the category. The quota category is optional.
  - d In the HTS field, enter the HTS classification, or click the LOV  button and select the HTS classification.
  - e In the Origin Country field, enter the code for the origin country, or click the LOV  button and select the origin country.

- f In the Status field, select **Approved**, if applicable.
  - g Click **Apply**. The HTS classification is added to the HTS table.
- 3 To delete an HTS classification:
  - a Select an HTS classification and click **Delete**.
  - b When prompted to delete the record, click **Yes**.
- 4 Click **OK** to exit.

#### **Approve an HTS classification for an item**

- **Navigate:** From the main menu, select **Items > Items**. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

Click on the HTS option. The current HTS classifications are displayed in the Item HTS Maintenance window.

- 1 Select an HTS classification.
- 2 In the Status field of the Apply area, select **Approved**.
- 3 Click **Apply**.
- 4 Click **OK** to exit.

**Edit an assessment for an item**

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.


Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

Click on the HTS option. The current HTS classifications are displayed in the Item HTS Maintenance window.

Select an HTS classification and click the Assessments button. The current assessments are displayed in the Item HTS Assessment Maintenance window.

Component	Component Description	Computation Value Base	Calculation Basis	Component Rate	Per Count	Per Count UOM	Estimated Value
MPFUS	Merchandise Processing Fee VFDUS	VFDUS	Value	100.00			0.00
DTY7AUS	DTY7AUS	VFDUS	Value	2.40			0.00
DUTYUS	DUTY US	DUTYUS	Value	100.00			0.00
TDTYUS	Total Duty US	TDTYUS	Value	100.00			0.00

*Item HTS Assessment Maintenance window*

- 1 Edit the assessment details as necessary.
- 2 To add an assessment:
  - a Click **Add**. The next available line is enabled.
  - b In the Component field, enter the code for the cost component, or click the LOV  button and select the cost component.
  - c Enter additional information in the enabled fields.
  - d From the View menu, select Nomination Flags. The Nomination Flags are displayed in the table.

- e In the Nomination Flag fields, select the status of the assessment in relation to the other components:
    - Select N/A if the assessment is not included in the calculation.
    - Select + (plus sign) to add the assessment.
    - Select - (minus sign) to subtract the assessment.
  - f Click **Recalculate** to update the estimated values.
- 3 To delete an assessment:
- a Select an assessment and click **Delete**.
  - b When prompted to delete the record, click **Yes**.
- 4 Click **OK** to exit.

### Edit an HTS classification for an item on a purchase order

- **Navigate:** From the main menu, select Ordering > Orders. The Order Selection window is displayed.

Search for and retrieve a purchase order in Edit mode. The purchase order must be an import type order. The PO Header Maintenance window is displayed.

Click **Items**. The PO Item Maintenance window is displayed.  
Select an item.

From the Options menu, select HTS. The current HTS classifications are displayed in the Order Item HTS Maintenance window.

Order No. 24507 Item 100525813 jane scotch tape

Import Country US United States Origin Country US United States Currency USD

**HTS Information**

HTS	HTS Description	Quota Category	Effective From Date	Effective To Date	Status

HTS Details Add HTS

**Apply HTS**

Quota Category HTS Effective From Date Effective To Date Status Worksheet



Apply HTS Delete HTS

**Assessment Details**

Component	Computation Value Base	Calculation Basis	Component Rate	Per Count	Per Count UOM	Est. Value UOP	Unit of Purchase

OK Add Comp Details Recalculate Previous Item Next Item Delete Comp Details Cancel

#### *Order Item HTS Maintenance window*

- 1 Select an HTS classification and edit the status as necessary.
- 2 To add an HTS classification:
  - a Click **Add HTS**. The fields in the Apply HTS area are cleared.
  - b In the Quota Category field, enter the ID of a quota category or click the LOV  button and select the category. The quota category is optional.
  - c In the HTS field, enter the number of the HTS classification, or click the LOV  button and select the HTS classification.



- d In the Status field, select **Approved** if applicable.
  - e Click **Apply HTS**. The HTS classification is added to the HTS Information table.
  - f Click **Next Item** to edit the next item on the purchase order, or click **OK** to exit.
- 3 To delete an HTS classification:
    - a Select an HTS classification and click **Delete HTS**.
    - b When prompted to delete the record, click **Yes**.
  - 4 Click **Next Item** to edit the next item on the purchase order, or click **OK** to exit.

### **Approve an HTS classification for an item on a purchase order**

- **Navigate:** From the main menu, select Ordering > Orders. The Order Selection window is displayed.

Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window is displayed.

Click **Items**. The PO Item Maintenance window is displayed.  
Select an item.

From the Options menu, select HTS. The current HTS classifications are displayed in the Order Item HTS Maintenance window.

Select an HTS classification in the HTS Information table. The current assessments are displayed in the Assessment Details table.

- 1 Select an HTS classification. The details are displayed in the Apply HTS area.
- 2 In the Status field, select **Approved**.
- 3 Click **Apply HTS**.
- 4 Click **Next Item** to edit the next item on the purchase order, or click **OK** to exit.

**Edit an assessment for an item on a purchase order**

- **Navigate:** From the main menu, select Ordering > Orders. The Order Selection window is displayed.


Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window is displayed.

Click **Items**. The PO Item Maintenance window is displayed.

Select an item.

From the Options menu, select HTS. The current HTS classifications are displayed in the Order Item HTS Maintenance window.

Select an HTS classification in the HTS Information table. The current assessments are displayed in the Assessment Details table.

- 1 Edit the assessments as necessary.
- 2 To add an assessment:
  - a Select an HTS classification. The current assessments are displayed in the Assessment Details table.
  - b Click **Add Comp Details**. The next available line is enabled.
  - c In the Component field, enter the code for the cost component, or click the LOV  button and select the cost component.
  - d Enter additional information in the enabled fields.
  - e From the View menu, select Nomination Flag. The Nomination Flag fields are displayed in the Assessment Details table.
  - f In the Nomination Flag fields, select the status of the expense in relation to the other components.
    - Select N/A if the assessment is not included in the calculation.
    - Select + (plus sign) to add the assessment.
    - Select - (minus sign) to subtract the assessment.
  - g Click **Recalculate** in order to update the values.

- 3 To delete an assessment:
  - a Select an HTS classification. The current assessments are displayed in the Assessment Details table.
  - b Select an assessment and click **Delete Comp Details**.
  - c When prompted to delete the record, click **Yes**.
- 4 Click **Next Item** to edit the next item on the purchase order, or click **OK** to exit.



## Chapter 4 – Letter of credit

### Overview

Letters of credit are a widely used form of payment when dealing with imported goods. They provide importers with a secure method to pay for merchandise and vendors with a secure method to receive payment for merchandise. Letters of credit can be created and applied to purchase orders. Activity against the letter of credit can also be tracked.

The following types of letters of credit can be created:

- Normal: The letter of credit is applied to one purchase order.
- Master: The letter of credit is applied to multiple purchase orders.
- Revolving: Multiple purchase orders may be added to the letter of credit until the letter of credit is closed.
- Open: A letter of credit that is created with no purchase orders. The purchase orders can be added at a later date.

### Business process

You can choose from two letter of credit formats. The long form includes details at the purchase order and item level. The short form includes details at the purchase order level.

Completed applications and amendments can be transmitted to bank partners. Confirmations, drawdowns, and charges can also be received from bank partners.

### Reports

Two reports are available to print:

- Letter of Credit Amendment: This report displays detailed information relating to the amendments made on a given letter of credit.
- Letter of Credit Details: This report displays detailed information relating to the amendments made on a given letter of credit.

## System administration

The system administrator can control the following variables regarding Letter of Credit functions:

- Default LC Applicant: Displays the default applicant for letter of credit (LC) processing.
- LC Expiration Days: Displays the number of days after the latest ship date that letters of credit automatically expire.
- Default Form Type: Displays the default type of form used when processing letters of credit. The options are Short and Long.
- Default LC Type: Displays the default type of letter of credit used in processing letters of credit. The options are Normal, Master, and Revolving.
- Title Pass Location: Displays the ID and description of the default location where title passes from vendor to company.

## Procedures

### Search for a letter of credit

- **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.

#### *Letter of Credit Find window*

- 1 In the Action field, select either View or Edit.
- 2 Enter additional criteria as desired to make the search more restrictive.
- 3 Click **Search**. The letters of credit that match the search criteria are displayed.
- 4 Select a task:
  - To perform another search, click **Refresh**.
  - To display the letter of credit information, select a record and click **OK**. The Letter of Credit Application Header window is displayed.
- 5 Click **Close** to exit.



### Create an open letter of credit

**Note:** An open letter of credit does not require the existence of a purchase order. It can be opened to a beneficiary for a monetary amount. You can amend the open letter of credit when it is applied to a purchase order.

- **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.
- 1 In the Action field, select New.
- 2 Click **OK**. The Letter of Credit Application Header window is displayed.

#### *Letter of Credit Application Header window*



The LC Ref ID is filled in automatically.

- 3 In the LC Type field, select Open.
- 4 In the Form Type field, select the type of form.
- 5 In the Currency field, enter the code for the currency of the letter of credit, or click the LOV  button and select the currency.
- 6 In the Origin Country field, enter the code for the origin country, or click the LOV  button and select the origin country.
- 7 In the Partners area, select the applicant and beneficiary.
- 8 In the Banks area, select the banks that are involved with the letter of credit transaction.
- 9 In the Conditions area, select the conditions that apply to the letter of credit.



- 10 In the Dates area, enter the various dates if known.
- 11 In the Amount Type field, select the type of amount.
- 12 Enter any additional information as necessary.
- 13 To enter the terms of the letter of credit:
  - a From the Options menu, select Terms. The Letter of Credit Terms window is displayed.




*Letter of Credit Terms window*

- b In the Title Pass Location field, enter the abbreviation for the type of location, or click the LOV  button and select the type. Enter the description of the location in the next field.
  - c In the Purchase Type field, enter the code for the terms of sale, or click the LOV  button and select the terms.
  - d Enter any additional information as necessary.
  - e Click **OK** to exit the Letter of Credit Terms window.
- 14 Click **OK** to exit.

**Assign a purchase order to a letter of credit by letter of credit**

- **Navigate:** From the main menu, select Finance > Payments > Letter of Credit Selection. The Letter of Credit Order Apply window is displayed.

*Letter of Credit Order Apply window*

- 1 In the Applicant field, enter the ID of the applicant, or click the LOV  button and select the applicant.
- 2 In the Issuing Bank field, enter the ID of the bank, or click the LOV  button and select the bank.
- 3 Click **Query Orders**. All approved purchase orders with a payment method of Letter of Credit are displayed.
- 4 To assign a purchase order to an existing letter of credit:
  - a Select the purchase order.
  - b In the LC Ref ID field, enter the reference number of the letter of credit, or click the LOV  button and select the letter of credit.

- 5 To assign a purchase order to a new letter of credit:
  - a From the View menu, select LC Information. Fields specific to letters of credit are displayed in the table.
  - b Select the purchase order and click **Create New LC**. The reference number of the letter of credit is filled in automatically.
  - c In the Form Type field, select the type of form.
  - d in the Letter of Credit Type field, select the type of letter of credit.
- 6 Click **Apply Orders**. The purchase orders are attached to the letters of credit.
- 7 Click **Close** to exit.


#### Assign a purchase order to a letter of credit by purchase order

- **Navigate:** From the main menu, select Ordering > Orders. The Order Selection window is displayed.

Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window is displayed.

From the Options menu, select Letter of Credit. The Order Letter of Credit window is displayed.

#### *Order Letter of Credit window*

- 1 Edit the applicant and beneficiary as necessary.
- 2 In the Letter of Credit Reference ID field, enter the reference number of the letter of credit, or click the LOV  button and select the letter of credit.

**Note:** A purchase order is not considered to be attached to a letter of credit until the letter of credit is approved.

- 3 In the Merchandise Description field, enter a description of the goods being purchased.
- 4 Enter or edit the remaining fields as necessary.
- 5 Click **OK** to exit.

#### **Submit a letter of credit for approval**

- **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.

Search for and retrieve a letter of credit in Edit mode. The Letter of Credit Application Header window is displayed.

**Note:** Restrict the search to letters of credit in worksheet status.

- 1 From the Options menu, select Submit.
- 2 When prompted to submit the letter of credit, click **Yes**.
- 3 Click **OK** to exit.

#### **Approve a letter of credit**

- **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.

Search for and retrieve a letter of credit in Edit mode. The Letter of Credit Application Header window is displayed. Restrict the search to letters of credit in submitted status.

- 1 From the Options menu, select Approve.
- 2 When prompted to approve the letter of credit, click **Yes**.
- 3 Click **OK** to exit.

### Print a letter of credit

- **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.

Search for and retrieve a letter of credit in Edit mode. The Letter of Credit Application Header window is displayed. Restrict the search to letters of credit in approved, confirmed, or closed status.

- 1 Click **Print**. The Runtime Parameter Form is displayed.
- 2 In the Destination field, select where you want the finished report to be sent. Select Preview to view the report online.
- 3 From the File menu, select Run Report. The report is generated and sent to the destination that you selected.

### Add a fixed-format amendment to a letter of credit

- **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.


Search for and retrieve a letter of credit in Edit mode. The Letter of Credit Application Header window is displayed. Restrict the search to letters of credit in confirmed status.

From the Options menu, select Amendments. The current amendments are displayed in the Letter of Credit Amendments window.

- 1 Click **Add Amendment**. The Letter of Credit Amendments Fixed Format Application window is displayed.

	Original Value	New Value
Earliest Ship Date	11-MAR-2001	
Latest Ship Date	10-APR-2001	
Expiration Date	10-MAY-2001	
Place of Expiry	Advising Bank	
Net Amount	504.00	
Negotiation Days		
Presentation Terms	By Payment	
Transshipment Indicator	No	
Transferable Indicator	No	
Partial Shipment Indicator	No	
Add Required Doc		
Remove Required Doc		

*Letter of Credit Amendments Fixed Format Application window*

- 2 In the New Value fields, enter the changes as necessary.
- 3 To remove a required document, enter the ID of the document in the Remove Required Doc field, or click the LOV  button and select the document.

**Note:** Unlike the other changes, the required document information is entered in the Original Value column instead of the New Value column.

- 4 Click **OK** to exit.

#### Print amendments to a letter of credit

- **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.

Search for and retrieve a letter of credit in Edit mode. The Letter of Credit Application Header window is displayed. Restrict the search to letters of credit in confirmed or closed status.

From the Options menu, select Amendments. The current amendments are displayed in the Letter of Credit Amendments window.

- 1 Click **Print**. The Runtime Parameter Form is displayed.
- 2 In the Destination field, select where you want the finished report to be sent. Select Preview to view the report online.
- 3 From the File menu, select Run Report. The report is generated and sent to the destination that you selected.

#### Send letter of credit applications

- **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.

- 1 In the Action field, select Download Application.
- 2 Enter additional criteria as desired to make the search more restrictive.
- 3 Click **Search**. The approved letters of credit that match the search criteria are displayed.
- 4 Click **Send**.
- 5 When prompted to transmit the letter of credit applications, click **Yes**. The applications will be converted to the SWIFT format and transmitted by a regularly scheduled batch program.

### Send letter of credit amendments

- **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.
- 1 In the Action field, select Download Amendment.
- 2 Enter additional criteria as desired to make the search more restrictive.
- 3 Click **Search**. The confirmed letters of credit that match the search criteria are displayed.
- 4 Click **Send**.
- 5 When prompted to transmit the letter of credit amendments, click **Yes**. The amendments will be converted to the SWIFT format and transmitted by a regularly scheduled batch program.

## Add an activity to a letter of credit



- **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.

Search for and retrieve a letter of credit in Edit mode. The Letter of Credit Application Header window is displayed. Restrict the search to letters of credit in confirmed status.

From the Options menu, select Activity. The current activities are displayed in the Letter of Credit Activity window.

[illegible]

**Letter of Credit Activity window**

- 1 Click **Add**.
- 2 In the Order Number field, enter the number of the purchase order, or click the LOV  button and select the purchase order as necessary.
- 3 In the Invoice Number field, enter an invoice number as necessary.
- 4 In the Transaction Number field, enter a transaction number as necessary.
- 5 In the Transaction Code field, select either Bank Charge or Drawdown.
- 6 In the Transaction Amount field, enter the monetary amount of the activity.
- 7 In the Currency field, enter the code for the currency in which the activity is denominated. The exchange rate is filled in automatically.
- 8 In the Activity Date field, enter the date of the activity, or click the calendar button and select the date.
- 9 In the Comments field, enter any comments about the activity, or click the comments  button and enter the comments as necessary.
- 10 To adjust the letter of credit amounts, click **Recalculate**.
- 11 Click **OK** to exit.

#### **View activities against a letter of credit**

- **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.

Search for and retrieve a letter of credit in View mode. The Letter of Credit Application Header window is displayed. Restrict the search to letters of credit in confirmed or closed status.

From the Options menu, select Activity. The current activities are displayed in the Letter of Credit Activity window.

- 1 To view monetary amounts in the currency of the letter of credit, the primary currency of the company, or the currency of the activity, select the appropriate option from the Options > Currency menu.
- 2 Click **OK** to exit.



## Chapter 5 – Transportation

### Overview

The movement of goods from origin country to final destination can be tracked through the transportation module.

The following information must be set up for the transportation module:

- Freight types
- Freight sizes
- Standard carrier alpha codes

You can track the following information in the transportation module:

- Shipments
- Countries and ports
- Departure, arrival, and delivery dates
- Commercial invoices
- Freight sizes, SCAC codes, and freight types
- Measurements, weights, and quantities
- Deliveries to final destinations
- Packing methods
- Licenses and visas
- Claims against trading partners
- Missing documents
- Timelines
- Members of an item family

## Business process

A transportation upload batch program converts data received from trading partners into a standard Retek file format. As additional information is acquired, it can be entered manually. When a transportation record is complete, you can finalize the record. Finalized transportation records are used to automatically create customs entries. The goods can then be tracked as they move through customs.

## Reports

There are no standard reports pertaining to transportation.

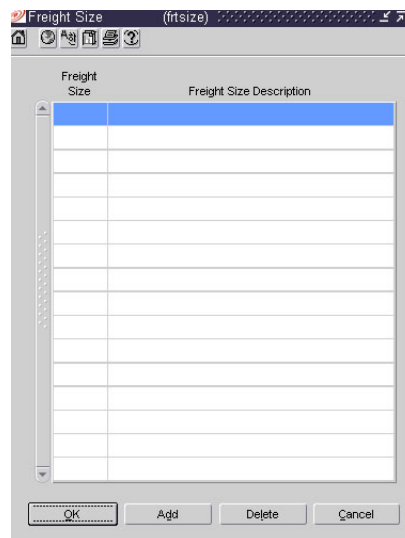
## System administration

There are no standard administration tasks pertaining to transportation.

## Procedures

### Add a freight size

- **Navigate:** From the main menu, select Control > Setup > Freight Size Maintenance > Edit. The current freight sizes are displayed in the Freight Size window.

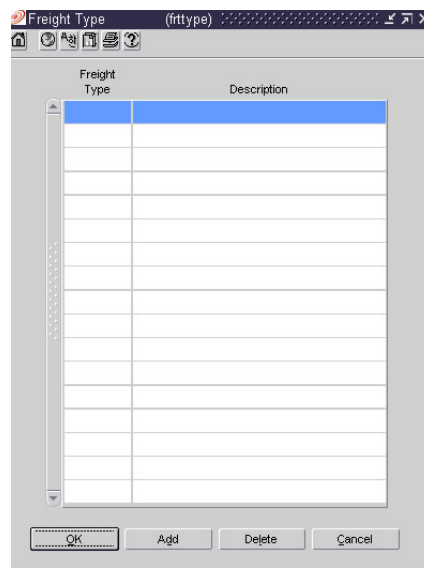


### *Freight Size window*

- 1 Click **Add**. The next available line is enabled.
- 2 In the Freight Size field, enter the ID of the freight size.
- 3 In the Freight Size Description field, enter a description of the freight size.
- 4 Click **OK** to exit.

#### Add a freight type

- **Navigate:** From the main menu, select Control > Setup > Freight Type Maintenance > Edit. The current freight types are displayed in the Freight Type window.

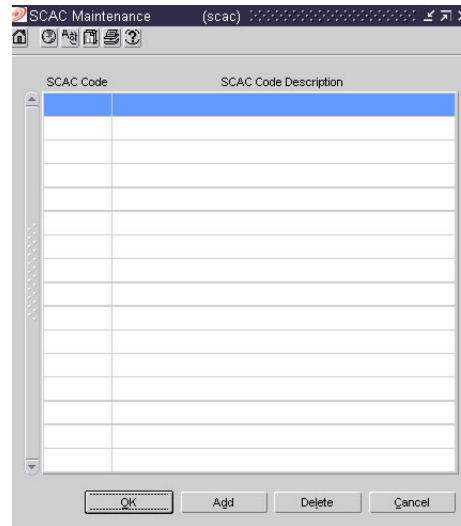


*Freight type window*

- 1 Click **Add**. The next available line is enabled.
- 2 In the Freight Type field, enter the ID of the freight type.
- 3 In the Description field, enter a description of the freight type.
- 4 Click **OK** to exit.

**Add a standard carrier alpha code (SCAC)**

- **Navigate:** From the main menu, select Control > Setup > SCAC Maintenance > Edit. The SCAC Maintenance window is displayed.



***SCAC Maintenance window***

- 1 Click **Add**. The next available line is enabled.
- 2 In the SCAC Code field, enter the standard carrier alpha code.
- 3 In the SCAC Code Description field, enter a description of the SCAC code.
- 4 Click **OK** to exit.

### Search for a transportation record

- **Navigate:** From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window is displayed.

#### *Transportation Selection window*

- 1 In the Action field, select either View or Edit.
- 2 Enter additional criteria as desired to make the search more restrictive.
- 3 Click **Search**. The Transportation Selection window displays the transportation records that match the search criteria.
- 4 Select a task:
  - To perform another search, click **Refresh**.
  - To display the details of a transportation record, select a record and click **OK**. The Transportation window is displayed.
- 5 Click **Close** to exit.

**Create a transportation record**

- **Navigate:** From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window is displayed.

In the Action field, select New.

Click **OK**. The Transportation window is displayed.

The screenshot shows the 'Transportation' window with the following fields and controls:

- Transportation ID:** 3301
- Status:** (dropdown menu)
- Candidate Ind.:** ☐
- Rush Ind.:** ☐
- Vessel ID:** (text field)
- Voyage/Flight:** (text field)
- Est. Depart. Date:** (date field)
- Act. Depart. Date:** (date field)
- Trans. Mode:** (text field)
- Vessel SCAC Code:** (text field)
- BL/AWB:** (text field)
- Container:** (text field)
- Consolidator:** (text field)
- Order No.:** (text field)
- Item:** (text field)
- Lot No.:** (text field)
- Carton Qty.:** (text field)
- Gross Vlt.:** (text field)
- Cubic:** (text field)
- Item Qty.:** (text field)
- Net Vlt.:** (text field)
- Consolidation Country:** (text field)
- Lading Port:** (text field)
- Origin Country:** (text field)
- Discharge Port:** (text field)
- Export Country:** (text field)
- Receipt No.:** (text field)
- Shipment No.:** (text field)
- FCR ID:** (text field)
- Invoice No.:** (text field)
- FCR Date:** (date field)
- Comments:** (text area)
- Buttons:** OK, OK + Repeat, Dates, Invoice, Freight, Totals, View Order, Cancel

***Transportation window***

- 1 Provide as much information in the enabled fields as you have available.
- 2 Click **OK + Repeat** to create another transportation record, or click **OK** to exit.



### Add a delivery to a transportation record

- **Navigate:** From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window is displayed.

Search for and retrieve a transportation record in Edit mode. The Transportation window is displayed.

From the Options menu, select Delivery. The Transportation Delivery window is displayed.

#### *Transportation Delivery window*

- 1 In the Delivery Location Type field, select the type of location.
- 2 In the Location field, enter the ID of the location, or click the LOV  button and select the location.
- 3 In the Estimated Delivery Date field, enter the date, or click the calendar  button and select the date.
- 4 Enter as much additional information as you have available.
- 5 Click **OK** to exit.

### Add packing information to a transportation record

- **Navigate:** From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window is displayed.

Search for and retrieve a transportation record in Edit mode. The Transportation window is displayed.

From the Options menu, select Packing. The Transportation Packing window is displayed.

The screenshot shows the 'Transportation Selection' window with the title bar '(tranfind)'. The window contains several input fields organized in a grid-like structure. At the top, there is an 'Action' dropdown menu. Below it, the fields are arranged in two main columns. The left column includes fields for 'Transportation ID', 'Vessel', 'Est. Depart Date: From', 'Act. Depart Date: From', 'Order No.', 'Container', 'Invoice No.', and 'Item'. The right column includes 'Status', 'Candidate Ind.', 'Voyage/Flight', 'To', 'Lot No.', 'BL/AWB', and 'Inv. Date'. Below these, there are more fields for 'Consolidator', 'Origin Country', 'Discharge Port', 'Freight Type', 'Packing Method', 'Est. Arrival Date: From', 'To', 'Act. Arrival Date: From', 'To', 'Delivery Date: From', 'To', 'Receipt', 'Consolidator Country', 'Export Country', 'Lading Port', 'Freight Size', 'Vess. SCAC Code', 'Cont. SCAC Code', 'Shipment No.', 'Service Cont. No.', 'In Transit No.', 'In Transit Date', 'FCR ID', and 'FCR Date'. At the bottom, there are buttons for 'OK', 'Search', 'Back', 'Refresh', and 'Close'.

### *Transportation Packing window*

- 1 Click **Add**.
- 2 In the From Carton and To Carton fields, enter the ID of the first and last carton in a series of cartons.
- 3 In the Load Position field, select the position of the load in the series of containers.
- 4 Enter as much additional information as you have available, including the location of a sample carton.
- 5 To enter shipped quantities:
  - a Enter the information that you have available.



- 6 To enter received quantities:
  - a Select Received Quantity from the View menu. Several received quantity and UOM fields are displayed.
  - b Enter the information that you have available.
- 7 Click **OK** to exit.



### Add a license or visa to a transportation record

- ➔ **Navigate:** From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window is displayed.

Search for and retrieve a transportation record in Edit mode. The Transportation window is displayed.

From the Options menu, select License/Visa. The Transportation License/Visa window is displayed.

*Transportation License/Visa window*

- 1 Click **Add**.
- 2 In the Import Country field, enter the code for the import country, or click the LOV  button and select the import country.
- 3 In the Lic/Visa Type field, select the type of document.
- 4 In the License/Visa field, enter the description of the license or visa.
- 5 In the Lic/Visa Qty field, enter the number of units affected by the license or visa.
- 6 In the Lic/Visa Qty UOM field, enter the code for the unit of measure, or click the LOV  button and select the unit of measure.

- 7 Enter as much additional information as you have available.
- 8 To enter the ID of the license or visa holder and any comments:
  - a Select Custom from the View menu.
  - b Click **Add**.
  - c In order to make room for the Holder ID and Comments fields, clear the check boxes next to fields that you don't need to display. Then select the check boxes next to the Holder ID and Comments fields.
  - d Click **OK**. The selected fields are displayed.
  - e Enter the information in the Holder ID and Comments fields as necessary.
- 9 Click **OK** to exit.

### Add a claim to a transportation record




- **Navigate:** From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window is displayed.

Search for and retrieve a transportation record in Edit mode. The Transportation window is displayed.

From the Options menu, select Claims. The Transportation Claims window is displayed.

Claim ID	From Carton	To Carton	Claim Date	Item Qty.	Qty. UOM	Claim Against Type	Claim Against ID	Claim Amount

*Transportation Claims window*

- 1 Click **Add**.
- 2 In the Claim ID field, enter the number of the claim.
- 3 In the From Carton and To Carton fields, enter the ID of the first and last carton in the series of cartons.
- 4 In the Claim Date field, enter the date of the claim, or click the LOV  button and select the date.
- 5 In the Item Qty field, enter the number of units included on the claim.
- 6 In the Qty UOM field, enter the code for the unit of measure, or click the LOV  button and select the unit of measure.
- 7 In the Claim Against Type field, select the type of partner against whom the claim is made.
- 8 In the Claim Against ID field, enter the ID of the partner, or click the LOV  button and select the partner.
- 9 In the Claim Amount field, enter the monetary amount of the claim.
- 10 To enter the type of discrepancy or damage and any comments:
  - a Select Custom from the View menu.
  - b Click **Add**.
  - c Clear the check box next to a couple of fields and select the checkbox for the Discrepancy Type, Damage Code, and Comments fields.
  - d Click **OK**. The selected fields are displayed.
  - e Enter the information in the Discrepancy Type, Damage Code, and Comments fields as necessary.
- 11 Click **OK** to exit.




### Add a missing document to a transportation record

- **Navigate:** From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window is displayed.

Search for and retrieve a transportation record in Edit mode. The Transportation window is displayed.

From the Options menu, select Missing Documents. The Missing Documents window is displayed.

#### *Missing Documents window*

- 1 Click **Add**.
- 2 In the Document ID field, enter the ID of the document, or click the LOV  button and select the document.
- 3 In the Received Date field, enter the date received if applicable, or click the LOV  button and select the date.
- 4 In the Comments field, enter a comment as necessary, or click the comments  button and enter the comment.
- 5 Click **OK** to exit.

**Add a child or diff to a transportation record**

- **Navigate:** From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window is displayed.



Search for and retrieve a transportation record in Edit mode. The Transportation window is displayed.

From the Options menu, select Child/Diffs. The Transportation Item window is displayed.

Item	Item Description	Diff 1	Diff 2	Diff 3	Diff 4	Quantity	UOM

*Transportation Item window*

**Note:** The child/diff breakdown option is available when the item on a transportation record is a item parent.

- 1 Click **Add**.
- 2 In the Item field, enter the number of the item, or click the LOV  and select the item.
- 3 In the Quantity field, enter the number of units.
- 4 In the UOM field, enter the code for the unit of measure, or click the LOV  button and select the unit of measure.
- 5 Click **OK** to exit.

### Finalize transportation records







- **Navigate:** From the main menu, select Inventory > Transportation > Finalize. Transportation Finalize window is displayed.

*Transportation Finalize window*

**Note:** A transportation record must be marked as a Candidate before it can be finalized.

- 1 Enter the criteria for the transportation record to be finalized.

**Note:** If you leave all fields empty and click **Finalize**, all transportation records marked as candidates are finalized.

- a In the Vessel ID field, enter the ID of the vessel, or click the LOV  button and select the vessel.
  - b In the Voyage Flt ID field, enter the voyage or flight number, or click the LOV  button and select the voyage or flight number.
  - c In the Est Depart Date field, enter the estimated departure date, or click the LOV  button and select the date.
- 2 Enter the customs entry values that you want to apply to the record.
    - a In the Entry No field, enter the entry number assigned by the Customs agency.
    - b In the Import Country field, enter the ID of the import country, or click the LOV  button and select the import country.
    - c In the Broker ID field, enter the ID of the broker, or click the LOV  button and select the broker.
    - d In the Currency Code field, enter the code for the currency of the import country, or click the LOV  button and select the currency.

- 3 Click **Finalize**. The transportation records that match the criteria are copied to the Customs Entry module. The status of the transportation records is automatically changed to Finalized.





## Chapter 6 – Customs entry

### Overview

The movement of goods through customs in the import country can be tracked through the customs entry module.

You can track the following information in the customs entry module:

- Forms
- Protests
- Timelines
- Shipments, orders, and items
- Departure, arrival, export, and import dates
- Missing documents
- Bills of lading and containers
- Charges and assessments
- Licenses and visas

### Business process

A customs entry batch program transmits data to brokers so they can prepare the necessary documentation. When you finalize transportation records in the transportation module, the customs entries are created automatically. As additional information is acquired, it can be entered manually.

When the charges and assessments are complete, you can choose to allocate the costs to the actual landed cost module. When the customs entry is complete, you can confirm the record. If you have access to the Retek Invoice Matching product, non-merchandise invoices are created automatically from confirmed customs entries.

### Reports

There are no reports that pertain to customs entry.

## System administration

There are no system administration functions that apply to customs entry.

## Procedures

### Search for a customs entry

- **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.

### *Customs Entry Search window*

- 1 In the Action field, select either View or Edit.
- 2 Enter search criteria.
- 3 Click **Search**. The Customs Entry Search window displays the customs entries that match the search criteria.
- 4 Select a task:
  - To perform another search, click **Refresh**.
  - To display the details of a customs entry, select a record and click the **OK** button. The Customs Entry Header window is displayed.
- 5 Click the **Close** button to exit.

### Create a customs entry

- Navigate: From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.  
In the Action field, select New.  
Click **OK**. The Customs Entry Header window is displayed.

#### *Customs Entry Header window*

**Note:** When transportation records are finalized in the transportation module, the customs entries are created automatically. However, an entry can also be created manually.

- 1 Provide any available information in the enabled fields.
- 2 Click **OK + Repeat** to create another customs entry, or click **OK** to exit.

### Add a form to a customs entry




- **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.

Select Options > Forms. The Customs Entry Forms window is displayed.

The screenshot shows the 'Customs Entry - Forms' window. At the top, there are input fields for 'CE Ref. ID' (2501), 'Entry No.' (12), and 'Import Country' (US, United States). Below these is a table with the following columns: Form Type, OGA Code, OGA Code Description, Form Issue, Notice Date, Due Date, and Responded Date. The table has several rows, some of which are highlighted in blue. At the bottom of the window, there are buttons for OK, Add, Delete, Comments, and Cancel.

#### *Customs Entry Forms window*

- 1 Click **Add**. The next available lines is enabled.
- 2 In the Form Type field, select the type of form.
- 3 In the OGA field, enter the ID of the other government agency, or click the LOV  button and select the other government agency.
- 4 In the Form Issue field, enter the issue raised by the government agency, or click the comment  button and enter the issue in the Form Issue window.
- 5 In the Notice Date, Due Date, and Responded Date fields, enter the appropriate dates, or click the calendar  buttons and select the dates.
- 6 Click **OK** to exit.




### Add a protest to a customs entry

- **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.

From the Options menu, select Protests. The Customs Entry Protest window is displayed.

#### *Customs Entry Protest window*

- 1 Click **Add**. The next available line is enabled.
- 2 In the Protest No field, enter the number of the protest.
- 3 In the Protest Code field, enter the code for the protest, or click the LOV  button and select the protest.
- 4 In the Protest Date field, enter the date of the protest, or click the calendar  button and select the date.
- 5 In the Comments field, enter a comment as necessary. For an extended comment, click the comments  button and enter the comment in the Comments window.
- 6 Click **OK** to exit.




**Add a shipment to a customs entry**

- **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.

Click **Shipment**. The Customs Entry Shipment window is displayed.

*Customs Entry Shipment window*

- 1 Click **Add**. The next available line is enabled.
- 2 In the Vessel field, enter the ID of the vessel, or click the LOV  button and select the vessel.
- 3 In the Voyage/Flt field, enter the voyage or flight number, or click the LOV  button and select the voyage or flight.
- 4 In the Est Depart Date field, enter the estimated departure date of the shipment, or click the LOV  button and select the estimated departure date.
- 5 Enter any additional information that is available.
- 6 Click **Apply**. The shipment details are added to the table.
- 7 Click **OK** to exit.

### Add an item to a customs entry

- **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.





Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.

Click **Shipment**. The Customs Entry Shipment window is displayed.

Select a shipment and click **Order/Item**. The Customs Entry Items window is displayed.

The screenshot shows the 'Customs Entry - Items' window. At the top, there are fields for CE Ref. ID (2101), Entry No. (1), Import Country (US), United States, Vessel (SABIR), Voyage/Fit. (44), and Est. Depart. Date (09-MAR-2001). Below this is a table with columns: Order No., Item, Item Description, Invoice ID, Invoice Amt., Currency Code, Manifest Qty., UOM, and Cleared Qty. The first row is highlighted with Order No. 21402, Item 100525613, Item Description 'Jane scotch tape', Invoice ID 12345, Invoice Amt. 7,968.24, Currency Code USD, Manifest Qty. 504.00, UOM EA, and Cleared Qty. Below the table is the 'Apply Order/Item Details' section, which contains fields for Order No. (21402), Item (100525613), Item Description (Jane scotch tape), Origin Country (US), United States, Invoice ID (12345), Invc. Date (09-MAR-2001), Invc. Amt. (7,968.24), Currency (USD), Exch. Rt. (1.0), Manifest Qty. (504.00), EA, Carton Qty., Gross Vt., Related, Cleared Qty., Net Vt., Cubic, Rush, In Transit No., In Transit Date, DO. No., DO. Date, Tariff Treatment (C1), Ruling No., Comments, BL/AMB, Multiple BL/AMBs, Manufacturer, and buttons for Apply, Delete, OK, Add, BL/Container, Charges, License/Visa, and Cancel.

### Customs Entry Items window

- 1 Click **Add**. The next available line is enabled.
- 2 In the Order No field, enter the number of the purchase order, or click the LOV  button and select the purchase order.
- 3 In the Item field, enter the item number of the item, or enter a partial description and click the LOV  button to select an item.
- 4 In the Invoice ID field, enter the number of the invoice, or click the LOV  button and select the invoice.
- 5 In the Tariff Treatment field, enter the code for the tariff treatment, or click the LOV  button and select the tariff treatment.
- 6 Provide any available information in the enabled fields.

- 7 Click **Apply**. The purchase order and item information is added to the details.
- 8 Click **OK** to exit.

### Add charges to a customs entry

- **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.

Click **Shipment**. The Customs Entry Shipment window is displayed.

Select a shipment and click **Order/Item**. The Customs Entry Items window is displayed.

Select an order/item combination and click **Charges**. The Customs Entry Charges window is displayed.

The screenshot shows the 'Customs Entry Charges' window with the following fields and sections:

**Header Fields:**

- CE Ref. ID: 3201
- Entry No.: 1003
- Currency: EUR
- Vessel: 1003
- Voyage/Flight: 1003
- Est. Depart. Date: 08-MAR-2001
- Order No.: 2722
- Item: 100557148 YW SIT dept item C

**Entry Details Table:**



HTS	Description	Effective From Date	Effective To Date	Component	Rate	Per Count UOM	CVB	Value
6111.90.4000	DABY SWEAT,ETC N PR	01-JAN-2001	31-DEC-2001	DTY7AUS	28.60		VFDUS	0.00
6111.90.4000	DABY SWEAT,ETC N PR	01-JAN-2001	31-DEC-2001	MPFUS	0.21		VFDUS	0.044

**Apply Entry Details Section:**

- Apply Method: [Dropdown]
- Component: DTY7AUS
- HTS: 6111.90.4000
- Description: DABY SWEAT,ETC N PR SET ART F
- Effect From: 01-JAN-2001
- Effect To: 31-DEC-2001
- Rate: 28.60
- Per Count UOM: [Dropdown]
- Value: 0.00
- CVB: VFDUS
- Value For Duty US: [Text Field]
- Buttons: Apply, Delete HTS, Delete Comp
- Bottom Buttons: OK, Add, Previous Item, Next Item, Cancel

*Customs Entry Charges window*



- 1 Click **Add**. The next available line is enabled.
- 2 In the Apply Method field, select:
  - Single Assessment: To add one cost component, enter the code for the cost component in the Component field, or click the LOV  button and select the cost component.
  - All HTS Components: To add all cost components that are associated with an HTS classification, enter the number of the HTS classification, or click the LOV  button and select the HTS classification.
- 3 Enter the rate, unit of measure, value, and computation value basis as necessary.
- 4 Click **Apply**. The assessment(s) are added to the customs entry details.
- 5 Click **OK** to exit.

**Add a license or visa to a customs entry**

- **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.



Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.



Click **Shipment**. The Customs Entry Shipment window is displayed.

Select a shipment and click **Order/Item**. The Customs Entry Items window is displayed.

Select an order/item combination and click **License/Visa**. The Customs Entry License/Visa window is displayed.

*Customs Entry License/Visa window*

- 1 Click **Add**. The next available line is enabled.
- 2 In the License/Visa Type field, select the type of document.
- 3 In the License/Visa field, enter the ID of the license or visa.
- 4 In the Holder ID field, enter the ID of the person or organization that holds the license or visa.
- 5 In the Quota Category field, enter the ID of the quota category, or click the LOV  button and select the quota category.
- 6 In the License/Visa Qty field, enter the number of units included on the license or visa.
- 7 In the next field, enter the code for the unit of measure, or click the LOV  button and select the unit of measure.

- 8 In the Net Wt field, enter the net weight.
- 9 In the next field, enter the code for the unit of measure, or click the LOV  button and select the unit of measure.
- 10 In the Comments field, enter a comment as necessary, or click the comments  button and enter the comment in the Comments window.
- 11 Click **Apply**. The license or visa is added to the customs entry details.
- 12 Click **OK** to exit.

### Add a missing document to a customs entry

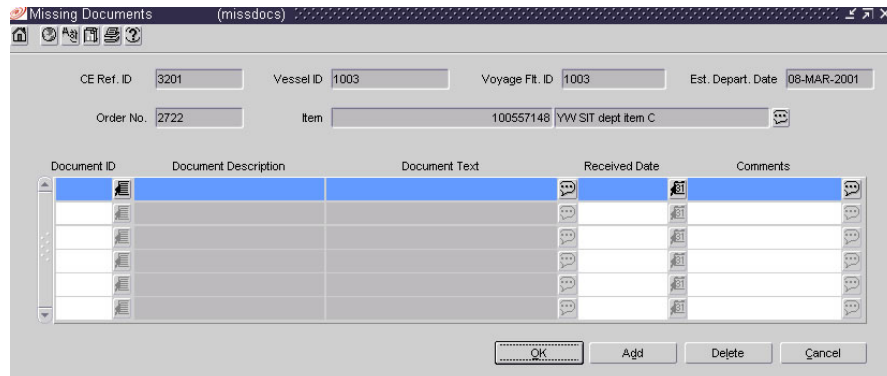
- **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.

Click **Shipment**. The Customs Entry Shipment window is displayed.

Select a shipment and click **Order/Item**. The Customs Entry Items window is displayed.

Select an order/item combination, then select Missing Documents from the Options menu. The Missing Documents window is displayed.



Document ID	Document Description	Document Text	Received Date	Comments

*Missing Documents window*

- 1 Click **Add**. The next available line is enabled.
- 2 In the Document ID field, enter the ID of the document, or click the LOV button and select the document.
- 3 In the Received Date field, enter the date received if applicable, or click the LOV button and select the date.
- 4 In the Comments field, enter a comment as necessary, or click the comments button and enter the comment.
- 5 Click **OK** to exit.

### Confirm a customs entry

- **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.

**Note:** If you have access to Retek Invoice Matching, a non-merchandise invoice for duty is created in approved status after you confirm a customs entry.

- 1 In the CE Ref Status field, select Confirmed.
- 2 Click **OK** to exit.

### Send a customs entry to a broker

- **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.

- 1 In the CE Ref Status field, select Send.
- 2 Click **OK** to exit. The customs entry is transmitted to the broker by a regularly scheduled batch program.

**Allocate assessments to ALC**

- **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.

- 1 Click **Allocate ALC**. The costs are allocated to the actual landed costs module.
- 2 Click **OK** to exit.



# Chapter 7 – Obligations

## Overview

As commercial invoices are received from trading partners and suppliers, they can be recorded in the obligations module. The expenses can be recorded at a variety of levels. The levels are:

- Trans Container: Applies to a unique shipment and container combination.
- Trans Container PO/Item: Applies to a unique shipment, container, purchase order, and item combination.
- Trans BL/AWB: Applies to a unique shipment and bill of lading or air waybill combination.
- Trans BL/AWB PO/Item: Applies to a unique shipment, bill of lading or air waybill, purchase order, and item combination.
- Trans Vessel/Voyage/ETD: Applies to a unique shipment.
- Trans Vessel/Voyage/ETD PO/Item: Applies to a unique shipment, purchase order, and item combination.
- Purchase Order Header: Applies to a unique purchase order.
- Purchase Order/Item: Applies to a unique purchase order and item combination.
- Customs Entry Header: Applies to a unique customs entry.

## Business process

Each shipment is designated by a unique combination of vessel, voyage, and estimated departure date. For obligations at the purchase order header and purchase order/item level, you can allocate costs to one or more locations.

When the obligation is complete, you can approve the costs. The costs are transmitted to the actual landed cost module. If you have access to the Retek Invoice Matching product, non-merchandise invoices are created automatically from approved obligations.

## Reports

There are no reports pertaining to obligations.

## System administration

There are no system administration functions pertaining to obligations.

## Procedures

### Search for an obligation

- **Navigate:** From the main menu, select Finance > Obligation Maintenance. The Obligation Search window is displayed.

*Obligation Search window*


- 1 In the Action field, select either Edit or View.
- 2 In the Obligation Level field, select the appropriate level.
- 3 Enter additional criteria as desired to make the search more restrictive.
- 4 Click **Search**. The Obligation Search window displays the obligations that match the search criteria.
- 5 Select a task:
  - To perform another search, click **Refresh**.
  - To display the details of an obligation, select a record and click **OK**. The Obligation Maintenance window is displayed.
- 6 Click **Close** to exit.




### Create an obligation

- **Navigate:** From the main menu, select Finance > Obligation Maintenance. The Obligation Search window is displayed.
- 1 In the Action field, select New.
- 2 In the Obligation Level field, select the appropriate level.
- 3 Click **OK**. The Obligation Maintenance window is displayed.

***Obligation Maintenance window***

- 4 In the variable fields, enter the appropriate ID, or click the LOV  button and select the variable.


**Note:** Depending on the obligation level, the following fields may be enabled: BL/AWB, Container, Entry No, Order No, Item, Vessel, Voyage/Flight, Est Depart Date.

- 5 To identify the vendor:
  - a Select either the Partner or Supplier option.
  - b If you select Partner, select the type of partner in the Partner Type field.
  - c In the Partner or Supplier field, enter the ID of the vendor, or click the LOV  button and select the vendor.

- Note:** Costs can be allocated to locations if the obligation is entered at the purchase order header or purchase order/item level.

- [illegible]

### *Locations Maintenance window*

- b In the Location Type field, select the type of location.
  - c In the Location field, enter the ID of the location, or click the LOV  button and select the location.
  - d In the Quantity field, enter the number of units that were received at the location.
  - e In the Amount field, enter the cost allocated to the location.
  - f Click **Add** to add another location, or click **OK** to exit the Locations Maintenance window.
- 9 Click **OK + Repeat** to create another obligation, or click **OK** to exit.

### Approve an obligation

- **Navigate:** From the main menu, select Finance > Obligation Maintenance. The Obligation Search window is displayed.

Search for and retrieve an obligation in Edit mode. The details are displayed in the Obligation Maintenance window.

- 1 In the Obligation Status field, select Approved. The costs are allocated to the actual landed cost module.

**Note:** If you have access to Retek Invoice Matching, an invoice is written in approved status after you approve an obligation. Subsequently, the approved costs are posted to financials.

- 2 Click **OK** to exit.



## Chapter 8 – Actual landed costs

### Overview

The actual landed cost module provides a view of the expenses and assessments that are accumulated as goods move from origin country, through customs, to their final destination. Estimated and actual landed costs are summarized for analysis.

### Business process

The amounts can be viewed at the entry, shipment, purchase order level or at the purchase order/item level. After analysis, you can finalize the actual landed costs. As a result the stock ledger and open to buy are updated. You also have the option to update weighted average costs.

### Reports

There are no reports pertaining to actual landed costs.

### System administration

There are no system administration functions pertaining to actual landed costs.

## Procedures

### Search for actual landed costs at the purchase order/item level

- **Navigate:** From the main menu, select Finance > ALC Maintenance. The ALC Selection window is displayed.

#### *ALC Selection window*

- 1 Enter criteria as desired to make the search more restrictive.
- 2 Click **Search**. The ALC Selection window displays the actual landed cost records that match the search criteria.
- 3 Select a task:
  - To perform another search, click **Refresh**.
  - To display the ALC details, select a record and click **OK**. The Actual Landed Cost Header window is displayed.
- 4 Click **Close** to exit.

### Search for actual landed costs by purchase order

- **Navigate:** From the main menu, select Finance > ALC Order Finalize. The ALC Order Find window is displayed.

*ALC Order Find window*

- 1 In the Action field, select either Edit or View.
- 2 Enter additional criteria as desired to make the search more restrictive.
- 3 Click **Search**. The actual landed cost records that match the search criteria are displayed in the ALC Order Finalize window.

### Finalize actual landed costs by purchase order

- **Navigate:** From the main menu, select Finance > ALC Order Finalize. The ALC Order Find window is displayed.

Search for and retrieve an actual landed cost record in Edit mode. The current actual landed cost records are displayed in the ALC Order Finalize window.

The screenshot shows the 'ALC Order Finalize' window with the following data:


Order No.	Order Status	Extended ELC	Extended ALC	Percent Variance	ALC Status	Comments
1604	Approved	100	100	0.00%	Pending	
1701	Approved	2000	2200	9.09%	Pending	
2601	Approved	1100	1100	0.00%	Pending	
2722	Approved	6000	6000	0.00%	Pending	
2803	Approved	5400	5400	0.00%	Pending	
3001	Approved	3300	3300	0.00%	Pending	
3309	Approved	3300	3300	0.00%	Pending	

Below the table, there are input fields for the selected record (1604):

- Order No.: 1604
- Order Status: Approved
- Method of Finalization: (dropdown menu)
- Extended ELC: 100
- Extended ALC: 100
- Percent Variance: 0.00%
- ALC Status: Pending
- Comments: (text field with a comment icon button)

At the bottom, there are buttons for 'OK', 'ALC Detail', and 'Cancel'.

#### *ALC Order Finalize window*

- 1 Select the record that you want to finalize.
- 2 In the Method of Finalization field, select how you want to record the actual landed costs.
- 3 In the Comments field, enter a comment as necessary, or click the comments  button and enter a comment.
- 4 Click **OK** to exit.



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